

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

June 24, 2003

**SUBJECT: GANG ENFORCEMENT DETAIL-SUPERVISOR'S DAILY REPORT,  
FORM 15.49.0 - ACTIVATED**

**PURPOSE:** As mandated by a federal Consent Decree, the Department has agreed to provide increased supervisory oversight and accountability for units primarily responsible for addressing gang activity. To that end, this Order activates the Gang Enforcement Detail-Supervisor's Daily Report, Form 15.49.0, to track and record the daily activities of each Area's Gang Enforcement Detail (formerly Special Enforcement Units).

As part of the Department's effort to address gang activity and narcotics trafficking within the City of Los Angeles, Gang Impact Teams (GIT) have been implemented in each of the Department's 18 geographic Areas. The GITs are comprised of several specialized details, including the Gang Enforcement Detail (GED), which operates as GIT's uniformed component. The procedures set forth in this Order apply to GED units only.

**PROCEDURE:**

**I. GANG ENFORCEMENT DETAIL-SUPERVISOR'S DAILY REPORT, FORM 15.49.0 - ACTIVATED.** The Gang Enforcement Detail-Supervisor's Daily Report (GED Daily Report), Form 15.49.0, is hereby activated.

**A. Use of Form.** Assigned supervisors shall use this form to document the daily activities of an Area's GED.

**Note:** Unless specifically tasked with supervisory duties for a GED, bureau gang coordinators or other non-GED supervisory personnel are not required to complete this form.

**B. Completion - General.** All boxes at the top of the GED Daily Report are self-explanatory and shall be completed as directed. The "Available Field Time" box shall indicate the total amount of time the supervisor was available to respond to requests and perform proactive supervisory duties.

**C. Completion - Specific.** The following guidelines are provided to coincide with each numbered entry on the GED Daily Report:

1. **Name/rank/serial no. of the watch commander provided with a copy of the GED's Daily Work Sheet.** Document the name, rank, and serial number of the watch commander who was provided with a copy of the Daily Work Sheet, Form 15.26, prepared for that Area's GED.
2. **Name/rank/serial no. of the watch commander briefed on planned GED activities.** Document the name, rank, and serial number of the watch commander who was briefed on the GED's planned activities for the day.
  - a. **What are the unit's mission/activities and/or problem-solving strategies for the day?** Describe any missions, activities, and/or problem-solving strategies planned for the day (e.g., search warrant service, directed patrol, etc.).
  - b. **What were the results?** Describe the outcome of the day's mission/activity/strategy for that day (e.g., arrests, citations, field interviews, etc.).
3. **Were all GED officers in Class A or Class C uniforms?** If the answer is no, explain why and document the name, rank, and serial number of the staff/command officer approving the exception.
4. **Were all GED units deployed in black and white police vehicles?** If the answer is no, explain why and document the name, rank and serial number of the staff/command officer approving the exception.

**Note:** Only staff/command officers within that GED's chain of command shall have authority to approve exceptions. Approval may be obtained telephonically, in which case the signature of the approving authority shall be obtained on the GED Daily Report as soon as practicable. In exigent circumstances, approval may also be obtained from the Chief's Duty Officer (telephonic approval is acceptable).

5. **Did the GED attend a scheduled patrol roll call? If not, name/rank/serial no. of the watch commander in attendance at the GED roll call.** Sworn personnel assigned to the GED shall attend regularly scheduled patrol roll calls. If operational needs preclude this, the on-duty watch commander shall attend the GED's roll call for that day to ensure the exchange of critical information with the GED.
6. **Watch commander notified of GED's end of watch.** The on-duty watch commander notified when the GED goes end of watch shall sign and date the GED Daily Report.

- D. Completing the Narrative.** Under the narrative portion of the form (Page 2), supervisors shall summarize the day's events to include any incidents involving uses of force, officer-involved shootings, search warrants, pursuits, and injuries. Entries should also include type of report(s) taken, Division of Records Number (DR) issued, and booking number(s), if available. Entries may be brief and do not require a complete restatement of the facts.

Additionally, supervisors should reference any administrative tasks assigned, non gang-related assignments performed, unusual incidents, and specific supervisory oversight provided in the field. Supervisors should identify what GED missions, activities and/or problem-solving strategies were coordinated with other Area supervisors, if any.

- E. Distribution.** All completed GED Daily Reports shall be submitted to the Area's GIT officer in charge (OIC). Upon review and approval by both the GIT OIC and the Area commanding officer, the form shall be distributed as follows:

1 - Original, retained by the originating command.

**1 - TOTAL**

- II. SUPERVISOR'S RESPONSIBILITY.** A supervisor assigned to the GED shall:

\* Provide the on-duty watch commander with an updated copy

of the GED's Daily Work Sheet at start of watch;

- \* Brief the on-duty watch commander regarding the GED's planned activities for the day;
- \* Ensure that all GED officers are in a Class A or Class C uniform;
- \* Ensure that all GED officers are deployed in marked black and white police vehicles only;
- \* Ensure that all GED officers attend regularly scheduled patrol roll calls. If operational needs preclude this, arrange an alternate GED roll call and coordinate with the on-duty watch commander to ensure his/her attendance;
- \* Coordinate with the GIT OIC to develop daily mission/activities and/or problem-solving strategies for the GED, and ensure that these are documented on the GED Daily Report;
- \* Notify the on-duty watch commander when the GED goes end of watch and obtain his/her signature on the GED Daily Report; and,
- \* On a daily basis, complete a GED Daily Report and submit it to the GIT OIC for review and approval.

**III. WATCH COMMANDER'S RESPONSIBILITY.** In addition to signing the GED Daily Report when the GED goes end of watch, the watch commander shall document the following in the Watch Commander's Daily Report, Form 15.80:

- \* Receipt of the Daily Work Sheet submitted by the GED;
- \* Confirmation that the watch commander was briefed on the GED's planned activities for the day;
- \* Confirmation that the GED attended patrol roll call. If operational needs preclude this, the watch commander shall document both the location of the GED's alternative roll call and confirmation of the watch commander's attendance; and,
- \* Confirmation that the watch commander was notified when the GED goes end of watch.

**IV. GANG IMPACT TEAM, OFFICER IN CHARGE, RESPONSIBILITY.** The GIT OIC shall review each GED Daily Report for accuracy and completeness prior to submitting it to the Area commanding officer.

**FORM AVAILABILITY:** The Gang Enforcement Detail-Supervisor's Daily Report, Form 15.49.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Department's Local Area Network

(LAN). A copy of the form is attached for duplication and immediate use.

**AMENDMENTS:** This Order adds Section 5/15.49.0 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachment

**DISTRIBUTION "A"**